

Museum Rental Information

*Deposit: \$100 non-refundable deposit and signed Rental Application are required to reserve the date. 50% of the balance is due 30 days prior with full balance due 10 working days prior to the scheduled event. Failure to meet this payment requirement will result in cancellation of the event.

*Charges based on an 8 hour time block including set-up and take down time.
Example:3 hours for set-up before event, your event’s 4 hours, and 1 hour for cleanup/takedown after event for a total of 8 hours in the facility.
*Additional \$100 per hour charge for exceeding the contracted times.

**Daytime events scheduled to begin before normal operating hours(Monday-Friday-8am-5pm and Saturday-10am-4pm) incur additional fees. All Sunday events will be charged after hours rates.

*Events with Alcohol: Any events with alcohol will incur an additional rental fee of \$200, require an off - duty police officer, an ABC license and event insurance.

*All bar areas must have bartenders serving the alcohol.

*Cleaning: The rental group and/or caterer are responsible for set-up, breakdown, removal of food and beverages, cleanup within the contracted rental period and ensuring the Museum premises are restored to their original condition after the event’s conclusion.

*Failure to complete required cleaning will result in a \$250 fee.

*Caterer’s: All food must be provided by a health department inspected, insured, and permitted caterer or food-service provider. An exception can be allowed for cakes.

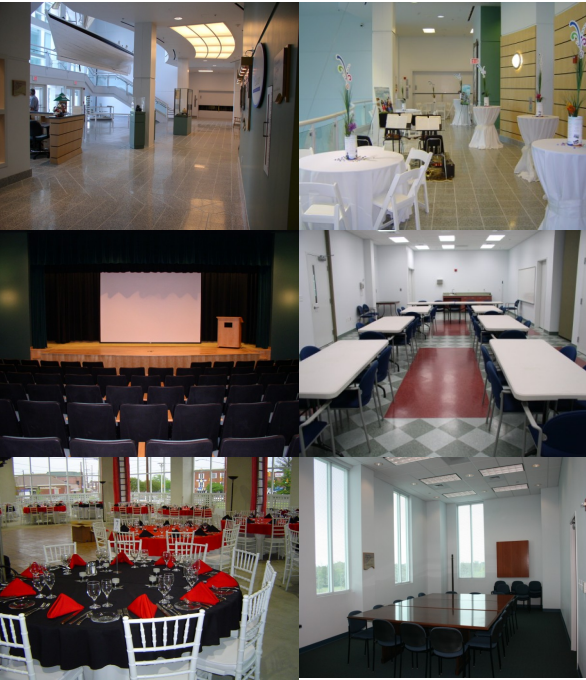
*Guided Tours/Museum Shop: Tours of the Museum exhibitions or access to the Museum Shop can be arranged for your guests. This service is subject to availability and requires at least 4 weeks’ notice.

*Invitation: Your invitation or announcement must be approved by Museum staff prior to printing. This ensures the quality of the Museum’s name, as well as the accuracy of the information related to your event.

*Audiovisual Equipment: Lectern and Microphone (No Charge) All other Audio Visual equipment are charged a flat rate for usage.

Full Rental Policy and additional rules are available on our website or upon request and are to be filled out and returned with Rental Application/Contract for final approval. No rental is approved until signed by the Museums Administrative Officer.

Museum
of the
Albemarle
Rental Brochure



Lisa M. Doepker
Events Manager

MUSEUM SPACES AVAILABLE FOR RENT



The Museum Green

Available: 9 am—midnight **
(Monday—Sunday)

Acreage: 1.3 acres *(Includes 40’ X 60’ Stage)*

Capacity: 500 plus

Rental Fees:
*(regular)***\$250* (9 am—5 pm)**
\$400* (5:30 pm—midnight)

*(non-profit)***\$100* (9 am—5 pm)**
\$300* (5:30 pm—midnight)

Amenities: *Stage; bands/dancing allowed; catering allowed; alcohol allowed.*



The Conference/Board Room

Available: 9 am—midnight **
(Monday—Sunday)

Square Footage: 550

Capacity: 16 *(Seated)*

Rental Fees:
*(regular)***\$300* (9 am—5 pm)**
\$500* (5:00 pm—midnight)

*(non-profit)***\$200* (9 am—5 pm)**
\$400* (5:00 pm—midnight)

Types of Functions: *Corporate meetings, seminars, workshops.*

Amenities: *Catering allowed (choose from an approved catering list); The Nellie Maude Owens Catering Kitchen (on-site); alcohol allowed. Handicapped accessible..*

Entertain at the Museum of the Albemarle and make your event an elegant affair. With a variety of spaces available for rent and an attractive and convenient downtown Elizabeth City location, the Museum is an ideal choice for a wide array of events, including business meetings, corporate dinners, community events, performances, wedding receptions, holiday parties, and family reunions. The unique venue has six spaces available.



The C. O. Robinson, Jr. Lobby

Available: 6:00 pm—midnight **
(Monday—Sunday)

Square Footage: 2200

Capacity: 100 (Standing)

Rental Fees:
(regular) \$600*
(non-profit) \$500*

Amenities: Catering allowed (choose from an approved catering list); The Nellie Maude Owens Catering Kitchen (on-site); alcohol allowed.

****Lobby availability varies based on Museum Exhibit use.**



***The J. Wilson Jones, Jr.
(Festival Portico & Stage)
The Jewel & Lee Davenport
(Portico South)***

Available: 9 am—midnight **
(Monday—Sunday)

Square Footage: 3600 (Combined)

Capacity: 250 (Seated)

Rental Fees:
(regular) \$400* (9 am—5 pm)
\$600* (5:30 pm—midnight)

(non-profit)\$300* (9 am—5 pm)
\$500* (5:30 pm—midnight)

Amenities: Bands/dancing allowed; catering allowed (choose from an approved catering list); The Nellie Maude Owens Catering Kitchen (on-site); alcohol allowed.



The Gaither Family Auditorium

Available: 9 am—midnight **
(Monday—Sunday)

Square Footage: 2640

Capacity: 196 (Seated with four handicap spaces)

Rental Fees:
(regular)\$300* (9 am—5 pm)
\$500* (5:30 pm—midnight)

(non-profit)\$200* (9 am—5 pm)
\$400* (5:30 pm—midnight)

Amenities: In-house audiovisual equipment; wheelchair accessible; dressing room available. No food or drink allowed.



***The Josie Gordon Thorson/
The Gateway Bank & Trust
Company Classrooms A & B***

Available: 9:00 am—midnight **
(Monday—Sunday)

Square Footage: 400 (Each) Rooms can be converted into one large room 800 sq ft.

Capacity: 30 (Seated—each or 60 if converted to one large room)

Rental Fees:
(regular)\$150* (9 am—5 pm)
\$300* (5:30 pm—midnight)

(non-profit)\$100* (9 am—5 pm)
\$200* (5:30 pm—midnight)

Amenities: Catering allowed (choose from an approved catering list); The Nellie Maude Owens Catering Kitchen (on-site); alcohol allowed.

***For more information or to plan your event at the Museum, please call Lisa Doepker, Events Manager,
between the hours of 8:00 am – 5:00 pm (Monday through Friday) at 252-331-4047.***